



STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
HAWAII OCCUPATIONAL SAFETY & HEALTH DIVISION
Princess Keelikolani Building, 830 Punchbowl Street, Room 425, Honolulu, Hawaii 96813
INSTRUCTION SHEET FOR HIOSH LIBRARY BORROWING AGREEMENT

Instructions

Please completely fill out the HIOSH LIBRARY BORROWING AGREEMENT.

The **Delivery Information** section below lists various delivery options. Please select the most convenient method and submit the completed form accordingly.

Please remember to sign and date the form before submitting it.

Delivery Information

Delivery by U.S. Mail or In-Person

Department of Labor and Industrial Relations, Hawaii Occupational Safety & Health Division
Princess Keelikolani Building, 830 Punchbowl Street, Room 425, Honolulu, Hawaii 96813



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HIOSH LIBRARY BORROWING AGREEMENT

Must be completed and returned to the HIOSH Library to establish borrowing privileges.

1. Copyrighted materials are loaned subject to the condition that any form of duplication is strictly prohibited in accordance with Title 17 of the United States Code. Unauthorized duplication of copyrighted materials will result in cancellation of HIOSH Library borrowing privileges.
2. Materials are loaned for specific periods of time according to the type of material and must physically be in the Library by the scheduled return date. Three late returns within a year will result in the suspension of borrowing privileges for a period of up to one year from the date of the last loan. Arrangements for extended loans and other special scheduling must be made with the HIOSH Librarian or other authorized HIOSH staff at the time the material is loaned or with adequate time prior to the scheduled return date.
3. The loan of HIOSH materials by a borrower to other persons or entities is prohibited. A borrower may not loan materials to any party not specifically included in the borrower's HIOSH Library transaction. All loan transactions must be made through the HIOSH Library.
4. The borrower is responsible for loss of or damage to library materials and agrees to replace any items lost or damaged during the loan period.
5. Borrowers who are required to return materials by traceable means are responsible for the cost of return shipping. Unless materials are hand-delivered by the borrower, return shipping must be by traceable means (e.g., United Parcel Service, Federal Express, United States Postal Service - Registered or Express Mail). Return by untraceable means will result in borrower liability in the event of loss or damage.

I understand these rules and policies and agree to comply as a condition of my participation in the HIOSH Library.
I have kept a copy of this agreement for my records and returned the original to HIOSH.

Date		BORROWER ID#: (TO BE ASSIGNED BY HIOSH LIBRARY)		
Print Name (Last, First, Initial)				
Business Name:				
Mailing Address:		City	State	Zip Code
Phone ()	Fax ()		E-Mail	
Primary Business Activity:				

Signature: _____

Please mail form to:
Hawaii Occupational Safety and Health Division Library
830 Punchbowl St., Room 425
Honolulu, HI 96813
(Phone: 586-9131)